

**ATTACHMENT F: SKILL POSITIONS**

## **TITLE: PROGRAM MANAGER**

U.S. Department of Labor Class N/A

DUTIES The Program Manager shall serve as the contractor's authorized point of contact with the Government Contracting Officer and the Contracting Officer's Technical Representative. The person in this position may also fill other positions described below. The program manager is not expected to be a full-time presence on-site, unless the program manager also fills another position.

The Program Manager's duties shall include but not be limited to the following:

- Consult with Government technical personnel, managers, and agency representatives;
- Assist in the formulation and enforcement of Government standards;
- Ensure that activities carried out under the contract meet the Government's overall objectives; and
- Project workloads required for tasks assigned.

## **DESIRABLE QUALIFICATIONS**

Experience A total of ten (10) years experience of which five (5) years are specialized experience.

a. Specialized Experience Supervision and management of software development projects. A minimum of two (2) years of the five (5) years shall include managing large, complex software development projects, including at least fifteen (15) employees, in subordinate groups, assigned to multiple locations.

b. General Experience Ten (10) years of progressively more difficult software development and ADP experience.

## **FORMAL EDUCATION**

There are no formal education requirements.

## **TITLE: GROUP MANAGER**

U.S. Department of Labor Class N/A

DUTIES The principal duties of this position involve the administrative management of contractor staff. The EOP environment mandates that contractor and Government staffs work together in functional teams with technical direction provided by the Government.

A person on-site to handle administrative problems in a timely manner is desired. However, the Government anticipates that relatively senior technical staff will be employed under this contract. The person who fills this position should fill another position under this contract, unless the number of contractor staff becomes large enough to merit a full time, on-site administrative presence.

The group manager's duties shall include but not be limited to the following:

- Serve as the on-site representative of the contractor to ensure problem resolution and customer satisfaction for individual delivery orders;
- Serve as the principal point of contact between Government personnel, other on-site contractors, and personnel working under this contract during the phase-in period; and
- Perform in a supervisory role for contract personnel on-site to include (1) resolving any work-related problems and (2) insuring that weekly reporting is provided by each contractor on time.

## **DESIRABLE QUALIFICATIONS**

Experience A total of seven (7) years experience of which three (3) years are specialized experience in overall liaison or management of similar team efforts.

- a. Specialized Experience Management or principal liaison experience in software development and maintenance projects involving five (5) or more employees.
- b. General Experience Seven (7) years of progressive software development experience.

## **FORMAL EDUCATION**

There are no formal education requirements.

## **TITLE: DATA BASE MANAGEMENT SPECIALIST**

U.S. Department of Labor Class N/A

DUTIES Provides highly technical expertise in the use of relational database management software. Must have demonstrated experience in relational DBMS technology and SQL-based applications. Duties include but are not limited to the following:

- Evaluates and recommends available third-party tools that work with a relational DBMS after matching user requirements with the capabilities of available commercial software; and
- Participates with Government and contractor technical staff to determine file organization, indexing methods, and security procedures for specific user applications.

### **DESIRABLE QUALIFICATIONS**

Experience A total of six (6) years of experience of which three (3) years are specialized experience.

- a. Specialized Experience Three (3) years of application design experience utilizing relational data base management systems, including DBMS internals.
- b. General Experience Six (6) years of progressive experience in DBMS systems analysis/programming.

### **FORMAL EDUCATION**

A Graduate degree in Computer Science or related study will be considered equivalent to one (1) year specialized experience and three (3) years general experience.

## **TITLE: PROGRAMMER ANALYST - Level 3**

U.S. Department of Labor Class Computer Programmer Class III

DUTIES Under general supervision, analyzes systems requirements and design specifications. Duties include but are not limited to the following:

- Performs analysis and designs system components. Analyzes the problem and the information to be processed and defines the problem along with developing system requirements and program specifications;
- Confers with Government technical and functional personnel to determine application requirements and recommend alternative solutions;
- Codes, tests, debugs, and refines computer program(s) to produce the required product;
- Prepares required documentation including both program and user level documentation;
- Performs adaptive, corrective and perfective maintenance of existing applications;
- Provides production support as needed; and
- Provides direction to less experienced staff.

## **DESIRABLE QUALIFICATIONS**

Experience A total of seven (7) years experience of which five (5) years are specialized experience.

a. Specialized Experience Two (2) years of independent programming, including responsibility for software development projects. Three (3) years of programming team leadership or supervision over three (3) or more programmers on significant systems and/or software development projects.

b. General Experience Work of a technical nature at progressively increasing levels of responsibility.

## **FORMAL EDUCATION**

There are no formal education requirements.

## **TITLE: PROGRAMMER ANALYST - Level 2**

U.S. Department of Labor Class Computer Programmer Class II

DUTIES Under general supervision, analyzes systems requirements and design specifications. Duties include but are not limited to the following:

- Performs analysis and designs system components;
- Codes, tests, debugs, and refines computer program(s) to produce the required product;
- Prepares required documentation including both program and user level documentation;
- Performs adaptive, corrective and perfective maintenance on existing applications;
- Provides production support as needed; and
- Confers with Government technical and functional personnel, as appropriate, to determine application requirements and recommends system alternative solutions.

### **DESIRABLE QUALIFICATIONS**

Experience A total of five (5) years experience of which three (3) years are specialized experience.

a. Specialized Experience Three (3) years of programming experience involving progressively complex programs.

One (1) year of programming experience using a structured programming language.

b. General Experience. Work of a technical nature at progressively increasing levels of responsibility.

### **FORMAL EDUCATION**

There are no formal education requirements.

### **TITLE: SYSTEMS ANALYST - Level 3**

U.S. Department of Labor Class Computer System Analyst Class III

DUTIES Works independently or only under general direction on all phases of systems development. Duties include but are not limited to the following:

- Performs analysis and designs major system components. Provides technical and administrative direction for software development tasks;
- Performs quality assurance testing on deliverables and work products for correctness, adherence to the design concept and to Government standards, and reviews progress in accordance with schedules;
- Coordinates with the Group Manager, COTR, and Government technical and functional personnel, to ensure problem solution and user satisfaction;
- Makes recommendations, if needed, for approval of major system installations;
- Prepares milestone status reports and delivers oral presentations on system concepts to colleagues, subordinates, and user representatives; and
- Provides technical direction to other staff members.

### **DESIRABLE QUALIFICATIONS**

Experience A total of eight (8) years experience of which five (5) years are specialized experience.

- a. Specialized Experience Experience in performing analysis and design of applications on large scale computers and personal computers, where appropriate.
- b. General Experience Work of a technical nature at progressively increasing levels of responsibility. Some programming experience is desirable.

### **FORMAL EDUCATION**

There are no formal education requirements.

## **TITLE: SYSTEMS ANALYST - Level 2**

U.S. Department of Labor Class Computer System Analyst Class II

DUTIES Works under general direction on all phases of system development. Duties include but are not limited to the following:

- Performs analysis and designs system components;
- Performs quality assurance testing on deliverables and work products for correctness, adherence to the design concept and to Government standards, and reviews progress in accordance with schedules;
- Coordinates with the Group Manager, COTR, and Government technical and functional personnel, to ensure problem solution and user satisfaction;
- Prepares milestone status reports and delivers oral presentations on system concepts to colleagues, subordinates, and user representatives;
- Makes recommendations, if needed, for approval of major system installations; and
- Provides technical direction to other staff members.

## **DESIRABLE QUALIFICATIONS**

Experience A total of three (5) years experience of which three (3) years are specialized experience.

a. Specialized Experience Experience in performing analysis and design of applications on large scale computers and personal computers, where appropriate.

b. General Experience Work of a technical nature at progressively increasing levels of responsibility. Some programming experience is desirable.

## **FORMAL EDUCATION**

There are no formal education requirements.